

Department of Industrial Relations  
DIVISION OF OCCUPATIONAL SAFETY AND HEALTHSan Francisco District Office  
121 Spear Street, Suite 430  
San Francisco CA 94105  
Telephone: (415) 972-8670 Fax: (415) 972-8686

April 14, 2009

CA-State University-San Francisco  
Attn.: Andrew Yu  
1600 Holloway Ave., Admin. Bldg., 5th Flr.  
San Francisco, CA 94132

COPY

Dear Employer:

The Division of Occupational Safety and Health has received a complaint alleging the following condition(s) at your workplace located at 1600 Holloway Avenue, San Francisco, CA 94132 which may be a violation of the Safety Orders found in Title 8 of the California Code of Regulations.

ALLEGED CONDITION(S)\CODE SECTION(S)

- J. Paul Leonard Library building is being repaired, and approximately 22 library employees work in it, and -
1. Library staff has only 1 working exit from a multi-story building. All other exits have obstructions or all closed off.[T8CCR 3215(g), 3222(b), 3225(a) & 3228(a)]
  2. Exit paths are not lighted and the exit and directional signs are not clearly visible.[T8CCR 3215(e)]
  3. Exit or directional signs are missing, are damaged, or do not have the required luminance. [T8CCR 3216]]
  4. Stairways, passageways and work areas are not maintained clear and in good repair, as protruding nails and debris are present.[T8CCR 3231(d), 3273(a), & 1513(a)]
  5. Stairwells (exit routes) have no lighting in some areas. Low level of lighting in other work areas.[T8CCR 3317(a)&(b)]
  6. The automatic fire sprinkler system has no water supply. [T8CCR 6170(c)(4) & 3219]
  7. No sanitary facilities are provided inside the building. Building has no running water for drinking, washing and toilets.[T8CCR 3363(a), 3366(a),(b),(c) &(d), 3364(a)&(b)]
  8. There is concern regarding possible employee exposure to harmful air contaminants, including, but not limited to, asbestos and silica.[T8CCR 5141(a)&(b)]
  9. Employer failed to develop and implement an Emergency Action Plan for the employees working in the library during construction. Employees did not receive any

training on emergency procedures to ensure their safety in case of a fire and other emergencies.[T8CCR 3220(a)&(e)]

The Division has not determined whether the hazards, as alleged, exist at your workplace and, at this time, the Division does not intend to conduct an inspection of your workplace.

However, since the allegations of violations are serious, you are required to investigate the alleged condition(s) and notify this Office in writing by facsimile no later than five (5) working days after receipt of this letter whether the alleged condition(s) exist and, if so, specify the corrective action(s) you have taken and the estimated date when the corrections will be completed. If possible, please fax your response to Cora Gherga at 415-972-8686.

Please include any written documentation, e.g., equipment purchase orders or contracts for corrective work, and photographs, if appropriate, in your response. If you do not respond in a timely and satisfactory manner, an unannounced inspection of your workplace will be scheduled which may result in citation(s) and monetary penalties. Also, every fifth satisfactory letter response from employers is subject to verification by an inspection.

You are required to post a copy of this letter and a copy of your response to the Division in a prominent location in your workplace where it is readily accessible for employee review for at least three days or until the hazard is corrected.

This letter is not a citation or a notification of a proposed penalty which can only be issued after an inspection of your workplace. If the Division does not receive a satisfactory response from you within five (5) working days after receipt of this letter, an inspection of your workplace will be conducted.

If the identity of the complainant is known to the Division, a copy of this letter is being sent to the complainant. Also, the complainant is being notified that California law protects any person who makes a complaint about workplace safety or health hazards from being treated differently, discharged or discriminated against in any manner by their employer. If a complainant believes they have been discriminated against, it is their right to file a complaint with the Division of Labor Standards Enforcement within six (6) months of the discriminatory action.

If you have any questions concerning this matter, please contact me at the address in the letterhead.

Your interest in the safety and health of your employees is appreciated.

Sincerely,  
  
Cora Gherga  
District Manager

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Encl.: Copy of Standards